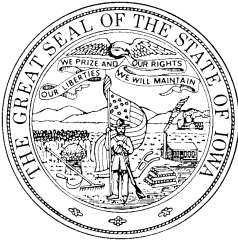


☐ New Permit☐ Permit Renewal # - SDP - - HHM ☐ Permit Amendment

**IOWA DEPARTMENT OF
NATURAL RESOURCES**

**HOUSEHOLD HAZARDOUS
MATERIALS**



PERMIT APPLICATION FORM 50H

Applications for Household Hazardous Material sites must be accompanied by the plans, specifications and additional information required by the applicable solid waste rules under Iowa Administrative Code 567 Chapters 102 and 211.

Send completed applications with attached information to:

Planning, Permitting & Engineering Section
Energy & Waste Management Bureau
Iowa Department of Natural Resources
502 E 9th Street
Des Moines, IA 50319

For questions concerning this application contact Nina Koger at 515-281-8986 or nina.koger@dnr.state.ia.us.

SECTION 1. FACILITY CONTACT INFORMATION

Facility Name/Address:	Site Legal Description:
Phone #: Fax #:	
Name/Address of Applicant:	Name/Address of Facility Owner (if different from applicant):
Phone #: Fax #:	Phone #: Fax #:
Name/Address of Site Responsible Official:	Name/Address of Design Engineer (P.E.), (if any):
Phone #: Fax #:	License #:
	Phone #: Fax #:

SECTION 2. SITE INFORMATION

Check one of the following:

☐ Household Hazardous Material Facility is part of the following solid waste comprehensive planning area:

(Planning Area)

(Date of Last Approved Plan)

☐ This facility does not participate in a planning area within the state of Iowa other than its own.

** A solid waste comprehensive plan must be developed and approved by the department prior to issuance of a sanitary disposal project permit. Please contact the department's Solid Waste Comprehensive Planning staff at 515-281-5851 for instructions and requirements for completing a comprehensive plan.*

Days and hours of operation of the facility:

Open to the public? ☐ Yes ☐ No

Service area of the facility:

Type, source, and expected volume or weight of waste to be handled per day, week or year:

Type of waste:

Source of waste:

Expected volume (choose one):

☐ Day _____

☐ Week _____

☐ Year _____

List of Satellite facilities (if Host facility):

List equipment to be used and dimensions of building and design capacities of each:

SECTION 3. PERMIT APPLICATION CHECKLIST

Checking the appropriate boxes below certifies that the documents submitted in conjunction with this application form are complete and in compliance with the applicable chapters of the Iowa Administrative Code. While some of the documents below may have been submitted previously, updated copies of each is required to be provided with each permit renewal application. Three (3) copies of each document shall be submitted. If an application is found by the department to be incomplete, it may be denied and returned to the applicant.

Required Documents	Attached
Section A. Executive Summary	<input type="checkbox"/>
Section B. A map or aerial photograph [IAC 567 - 102.12(3)]	<input type="checkbox"/>
Section C. Organizational Chart [IAC 567 - 102.12(5)]	<input type="checkbox"/>
Section D. Construction Plans and Specifications [IAC 567 – 211.8(2)d]	<input type="checkbox"/>
Section E. Staff Qualifications [IAC 567 – 102.12(6) and 211.8(2)e]	<input type="checkbox"/>
Section F. Operations Plan [IAC 567 – 102.12(6) and 211.8(2)f(1)]	<input type="checkbox"/>
Section G. Contingency Plan (ERRAP) [IAC 567 - 102.12(8), 102.14, and 211.8(2)f(2)]	<input type="checkbox"/>
Section H. Proof of the applicant's ownership of the site or legal entitlement. [IAC 567 - 102.12(9)]	<input type="checkbox"/>
Section I. Closure/PostClosure Plan [IAC 567 - 102.12(10) and 211.8(2)f(3)]	<input type="checkbox"/>

SECTION 4. APPLICANT CERTIFICATION

CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I further certify that the construction and operation of the facility described above will be in accordance with the plans, specifications, reports and related communications accepted by the Iowa Department of Natural Resources and on file in its office; and in accordance with conditions imposed in the permit issued by the Iowa Department of Natural Resources.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

DOCUMENTS TO BE ATTACHED

SECTION A. EXECUTIVE SUMMARY

An executive summary shall be included with the permit application and shall address the following:

- Summary of modifications, if any, to the facility that occurred during the current permit cycle.
- Summary of each special provision of the current permit to determine if it is to remain the same, be revised or be removed.
- Summary of each permit amendment, if any, that occurred during the current permit cycle to determine if it shall be included with the renewed permit, be revised or be removed.
- Provide documentation and certification as required for new permit amendment requests, if any.
- Provide documentation and certification as required for new variance requests from Iowa Administrative Code requirements, if any.

SECTION B. MAP OR AERIAL PHOTOGRAPH LOCATING BOUNDARIES OF THE SITE [IAC 567 - 102.12(3)]

A map or aerial photograph shall be included with the permit application locating the boundaries of the site and identifying the following;

- North or other principal compass points.
- Zoning and land use within one-half mile.
- Haul routes to and from the site with load limits or other restrictions.
- Homes and buildings within one-half mile.
- Section lines or other legal boundaries.

SECTION C. ORGANIZATIONAL CHART [IAC 567 - 102.12(5)]

SECTION D. CONSTRUCTION PLANS AND SPECIFICATIONS [IAC 567 – 211.8(2)d]

The construction plans and specifications for the RCC shall include:

- A receiving area
- Sorting area
- Separate storage areas for incompatible materials
- Roads
- Structures
- Fences and gates
- Landscaping and screening devices
- Personnel and Maintenance facilities
- Utility lines
- Secondary Containment

SECTION E. STAFF QUALIFICATIONS

The plan shall include documentation that all staff handling hazardous materials will have had the following:

- OSHA 24-hour health and safety training
- Hazardous materials chemistry
- Personnel and site safety
- Proper lab packing techniques
- Proper transporting of hazardous materials

All RCC staff operating a mobile unit for hazardous materials collection shall have received U.S. Department of Transportation 8-hour hazardous materials training

SECTION F. OPERATIONS PLAN [IAC 567 – 102.12(6) and 211.8(2)f]

The Operations plan shall include a detailed description of the disposal process to be used including:

- Schedule of operations
- Standard receiving procedures for household and CESQG wastes

- Unknowns
- Open or leaking containers
- Large quantities of wastes
- Recycling procedures for usable materials
- Disposal of nonhazardous waste
- Personal protection equipment
- Initial training requirements and continuing education of staff

SECTION G. CONTINGENCY PLAN (ERRAP) [IAC 567 - 102.12(8), 102.14(4), and 211.8(2)f(2)]

Attach an ERRAP for the facility with this application. The ERRAP may be submitted in a format chosen by the applicant, but shall, at a minimum, contain the components listed in Iowa Administrative Code subrule 567-102.14(4) "Emergency response and remedial action plans."

In accordance with Iowa Code section 455B.306(6)"d", owners and operators of all permitted sanitary disposal projects are required to file an Emergency Response and Remedial Action Plan (ERRAP) with the department at the time of application for a permit, and to update the ERRAP upon subsequent renewals of such permits. The ERRAP shall establish provisions to minimize the possibility of fire, explosion, or the release of pollutants to the air, land or water that could threaten human health and the environment.

SECTION H. PROOF OF THE APPLICANT'S OWNERSHIP OF THE SITE OR LEGAL ENTITLEMENT TO USE THE SITE FOR THE DISPOSAL OF SOLID WASTE [IAC 567 - 102.12(9)]

SECTION I. CLOSURE/POSTCLOSURE PLAN [IAC 567 - 102.12(10) and 211.8(2)f(3)]

A Closure/PostClosure Plan shall be submitted which:

- Details how and when the facility will be closed in accordance with applicable requirements.
- States the name, address and telephone number of the person or office to serve as a contact with regard to the facility's closure.